

**From:** Rene Ramirez  
**To:** Kennedy, Jim; Munoz, Anthony; Gnade, Joseph  
**CC:** Walters, Michael; Hughey, Kathleen; Yew, Edmond; Vartanians, Vahik  
**Date:** 3/11/2008 1:12:16 PM  
**Subject:** Re: Fwd: The Strip lots

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Hello Jim,

The proceeding for voluntary dedication and application form are attached to this email, all the lots under the HOA of Kentwood Home Guardians (KHG) can apply in groups of 4 lots maximum per application, but each individual property must submit the required documents listed under the "Summary Of Voluntary Dedication Proceedings" handout with the exception of item 3 since there appears to be no proposed construction/improvements taking place requiring a permit. All other individual properties not part of the HOA are to submit separate applications with there associated fees.

Hope this helps

Rene Ramirez

Associate Engineer  
Bureau Of Engineering  
Department Of Public Works

PH#: 310 575 8533  
Email: Rene.Ramirez@lacity.org

>>> Jim Kennedy 3/10/2008 4:29 PM >>>

Thanks Anthony,

Kathleen and Rene, please give me a call when you have a moment. Kathleen, your voice mail box was full, and I left a message with Rene.

Thanks again, I realize you all are very busy.

Best,  
Jim

\*\*\*\*\*  
Jim Kennedy, Field Deputy  
Councilman Bill Rosendahl - 11th District, Los Angeles City Council  
Westchester District Office  
7166 W. Manchester Ave., Los Angeles, CA 90045  
Tel: (310) 568-8772 Fax: (310) 410-3946 E-Mail: jim.kennedy@lacity.org

>>> Anthony Munoz 3/10/2008 1:03 PM >>>

Hello,

Yes.

The processing of an application for dedication within this district should be directed to Kathleen Hughey or Rene Ramirez, at this time.

Kathleen's phone number is (310) 575-8627. Rene's phone number is (310) 575-8533.  
They can assist you with the procedure and any questions you may have.

Thank you.

Anthony Munoz, Civil Engineer  
Bureau of Engineering  
West Los Angeles District Office  
1828 Sawtelle Blvd., 3rd Flr  
Los Angeles, CA 90025  
(310) 575-8530

>>> Jim Kennedy 3/6/2008 12:59 PM >>>  
Thank you Joe for your quick and thorough response to our question.

"According to the application, one should be able to apply at the appropriate district office of the Bureau of Engineering."

Anthony, is this you at the West Los Angeles District Office?

Best,  
Jim

\*\*\*\*\*  
Jim Kennedy, Field Deputy  
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>>> Joseph Gnade 3/6/2008 10:40 AM >>>  
Jim,

Per our discussion, I am sending you a copy of the dedication application. It would seem that is the best procedure for these owners to voluntarily dedicate an easement of this land to the City for street purposes. With a street easement dedication, after the offer to dedicate is accepted by a resolution of acceptance, the owners would no longer have active control of those properties and no longer pay property taxes. Once all of this occurs, one should be able to construct sidewalk, landscaping or other streetscape in those areas. On the other hand, with a limited use easement such as a sidewalk or sewer easement, although improvements consistent with the purpose of the easement can be constructed therein, the easement area remains a part of the owners property there is no tax cancellation.

I don't believe it would be in the City's best interests to acquire fee title to those properties, which would involve the Asset Management Division of the Department of General Services. As I stated in our conversation that would leave those strips of land with City ownership "in fee" between private property and Sepulveda Boulevard, which was most likely created by easement deed and for which the City does not have underlying fee ownership.

My office is no longer involved in the dedication application process. According to the application, one should be able to apply at the appropriate district office of the Bureau of Engineering.

>>> Jim Kennedy 3/5/2008 5:08 PM >>>  
Hello Joe,

When you get a moment, I would like to talk with you. This project just received \$1M from Congresswoman Waters. I have found the tax lot bill to help identify the properties. I would like to discuss with you the steps on getting these lots transfer to the City.

Best,  
Jim

\*\*\*\*\*  
Jim Kennedy, Field Deputy  
Councilman Bill Rosendahl - 11th District, Los Angeles City Council  
Westchester District Office

7166 W. Manchester Ave., Los Angeles, CA 90045  
Tel: (310) 568-8772 Fax: (310) 410-3946 E-Mail: [jim.kennedy@lacity.org](mailto:jim.kennedy@lacity.org)

>>> Vahik Vartanians 1/17/2008 8:58 AM >>>  
Good Morning,

Please see the attached. The place to begin the process would be with:

West Los Angeles District Office  
1828 Sawtelle Blvd., 3rd Flr  
Los Angeles, CA 90025

>>> Anthony Munoz 1/17/2008 7:13 AM >>>  
Hello,

The place to begin the process would be with:

Bureau of Engineering  
Land Development Group  
201 N. Figueroa St., Suite 200  
Los Angeles, CA 90012

You may want to start with Joe Gnade ((213) 977-8931) for the details and who in his group can provide the details and assist in getting the process started.

The District offices receive the documents for dedications that are initiated by the Highway Dedication requirements of the R-3 Ordinance and the Building Permits. The other dedications begin in Land Development and the application process.

This should get you started. Later.

Anthony Munoz, Civil Engineer  
Bureau of Engineering  
West Los Angeles District Office  
1828 Sawtelle Blvd., 3rd Flr  
Los Angeles, CA 90025  
(310) 575-8530

>>> Vahik Vartanians 1/16/2008 10:43 AM >>>  
Hello Mark,

Sorry, I am not familiar with the application form and do know what info they would need to provide.

Anthony,

Can you help?

Thanks,

Vahik

>>> Mark Grant 1/16/2008 9:44 AM >>>  
Hello Vahik,

Would this work for getting the application process started? (See bold text below)

Mark

>>> "Musella" <rbmusella@earthlink.net> 1/16/2008 9:29 AM >>>  
Hi Mark and All,

Kentwood Home Guardians (KHG) owns 13 of the strip lots between 80th and 83rd on the west side of Sepulveda. I currently have the tax bills showing the official list of the properties. Tina, their office manager, is getting me copies of their fall meetings where their Board voted to give these back to the City and the following meeting where those minutes were approved. She is supposed to mail them to me. When I receive them I will bring them over to you as well as the tax bill copies. Does this help?

Barbara

----- Original Message -----

From: "Mark Grant" <mark.grant@lacity.org>  
To: <jruhlen916@aol.com>; "Musella" <rbmusella@earthlink.net>  
Cc: "Jim Kennedy" <Jim.Kennedy@lacity.org>  
Sent: Wednesday, January 16, 2008 9:19 AM  
Subject: Re: Fwd: The Strip lots

Hello Folks,

As you can see, we have the formula for changing the strip lots on the west side of Sepulveda Blvd from 80th to 83rd street to City property. The next step has to be getting the commitment from the adjacent property owners. From what you two know, is that something they will agree with?

Mark

>>> Vahik Vartanians 1/16/2008 9:06 AM >>>

Hi Mark,

The property owners would need to do voluntary dedication application at West Los Angeles District Office, 1828 Sawtelle Blvd, 3rd Floor.

Vahik

>>> Mark Grant 1/15/2008 4:37 PM >>>

The question here is, how is this done, if, at all?

>>> Avak Keotahian 1/15/2008 4:28 PM >>>

never heard of it - cant find a record on the Council File index

>>> Mark Grant 1/15/2008 3:23 PM >>>

Can one of you three geniuses bail me out with the answer to this question?

Thanks

Mark

>>> <jruhlen916@aol.com> 1/14/2008 9:47 PM >>>

Mark and Jim,

I know Barbara Musella has been working with you, Mark, on changing the strip lots on the west side of Sepulveda Blvd from 80th to 83rd street to City property. What is the progress on this, if any?

Enquiring minds want to know.

John

More new features than ever. Check out the new AOL Mail ! -  
<http://webmail.aol.com> ( <http://webmail.aol.com/> )

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**Attachments:** Voluntary Dedication 072307.pdf

## **SUMMARY OF VOLUNTARY DEDICATION PROCEEDINGS**

### **HOW DO YOU START?**

Submit an application (attached), and include the following items (1 to 3 below), along with a payment of ***\$2,033.00*** to one of the following offices:

#### **Bureau of Engineering District Office**

Central District	Valley District	WLA District	Harbor District
201 N. Figueroa St., 3 <sup>rd</sup> Fl	6262 Van Nuys Bl RM351	1828 Sawtelle BL, 3 <sup>rd</sup> Fl	638 S.Beacon St Ste 402
Los Angeles, CA 90012	Van Nuys, CA 91401	Los Angeles, CA 90025	San Pedro, CA 90731

1. Submit **one copy of a current title report, less than six months old.** These are used to determine the exact legal description of the land involved and the fee owner. The title report must show the property vested in the person(s) who will be signing the dedication documents. *No "Property Profiles" will be accepted. A copy of the partnership agreement or certificate is necessary for all LLC, Partnership or Corporations to verify the proper signatories.*
2. Include **all dedications for easements in one package**; i.e. Street, Sewer, Storm drain, Street Lighting, etc.
3. Copy of **building permit or clearance summary worksheet**, DOT Case, Planning determination letter, or City Engineer Report to Planning, (DIR) or (CPC), or from Zoning (ZA), or other information obtained at district offices showing what is required.

Notes:

- *Applications must be filled out completely.*
- *All items listed above must be submitted (An incomplete application package submittal will delay the dedication process)*
- *No faxed copies will be accepted as we need original signatures on all documents*
- *Information regarding the location, Council District, etc., is available on the Internet at "cityofla.org".*
- The Survey Division or Land Development Group, are not the responsible office from which to obtain R-3 Ordinance highway dedication clearance for a building permit. Contact the appropriate District Office or the Central District office located at 201 N. Figueroa Street, 3rd Floor, Los Angeles, CA 90012.
- The dedication will be processed by the:

Bureau of Engineering  
*Survey Division*  
201 N. Figueroa St., Suite 1100  
Los Angeles, CA 90012  
(213) 482-7193

An investigation and report processing fee of ***\$2,033.00*** is required under Section 7.3 of the Administrative Code and Section 61.03 of the Municipal Code. *This fee is non-refundable.*

**Checks** submitted shall be made payable to "**The City of Los Angeles Bureau of Engineering**".

Personalized checks only with a drivers license number will be accepted at the public counter of Land Development Group. A receipt will be attached to the acceptance form and returned to Survey Division before processing the request begins

### **INVESTIGATION AND REPORT**

#### A. Voluntary Dedication of Easements Over Private Property

Referral letters are sent to the District Engineer and other City Departments depending on the type of easement being offered for dedication. Offers to dedicate streets, alleys, sidewalks, walkways and pedestrian malls require approval by the Department of City Planning pursuant to Section 556 of the City Charter.

The Municipal Code allows the Planning Department 50 days to respond to our inquiry of their recommendations. The letter to Planning is not sent until the area to dedicate is determined. If possible, it is sent along with the other referral letters to expedite the project.

A report is prepared for the City Council's consideration. The report contains all of the recommendations and conditions, which must be completed prior to the easement deeds being prepared and recorded by the Real Estate Group.

The petitioner is notified by the City Clerk's Office of the time and place of the Public Works Committee or City Council meeting on the matter. If there is no objection to the Conditions in the report, it is treated as a routine matter and is referred to the whole Council for the adoption of the City Engineer's report under the "Accelerated Review Process".

After the Council adopts the City Engineer's report, it is sent to the Real Estate Group of the Bureau of Engineering for the processing and recordation of documents. Once the documents are returned to the Real Estate Group, a clearance letter to the Bureau of Engineering District Office or Department of Transportation will be issued.

#### **B. Dedications for City Planning (APC, CPC, DIR) and Zoning Administrator (ZA) Cases**

If improvements are required, contact the appropriate District Office for B Permit and Improvement Bond Processing. The District Office must clear the improvement requirements by letter to the Land Development Group before a clearance letter can be issued to the Planning Department.

If in the conditions of approval for the zone change or Zoning Administrator case, approved driveway plans, plot, etc. are required to be attached to the file, such approved plans must be submitted either to the Land Development Group or to the Planning Department prior to issuance of a clearance letter.

The legal description for any dedication required by the subject action is prepared by the Survey Division and is then sent to the Real Estate Group for preparation of easement deeds, consents, etc. Once the documents are returned, to the Real Estate Group and the District Office has cleared the improvement requirements, a clearance letter to the Planning Department will be issued. You may hand carry the clearance letter to Planning; otherwise, it will be delivered by City mail.

#### **DOCUMENT PROCESSING**

The dedication is not complete until the documents are recorded. The Real Estate Group, unless otherwise instructed, will send the necessary documents by mail to the address on the checks for execution. If you wish to save mailing time, the Real Estate Group will contact you by phone so that you may pick up the documents in person at its office. All conditions listed in the City Engineer's report must be cleared through the Survey Division prior to the recordation of documents.

To expedite some dedications an "Irrevocable Offer to Dedicate" instrument will be prepared. However, no clearances will be issued for a required dedication until the document obtaining the dedication is signed and returned to the Real Estate Group for recordation.

Information regarding these projects can be obtained at 201 N. Figueroa Street, Suite 1100, Los Angeles, CA 90012, or by telephone at (213) 482-7193 for dedications related to City Planning or Zoning Administrator cases.

DATE \_\_\_\_\_  
BUREAU OF ENGINEERING  
SURVEY DIVISION  
201 N. Figueroa Street, Suite 1100  
Los Angeles, CA 90012  
APPLICATION FOR DEDICATION OF EASEMENT

1. Owner \_\_\_\_\_ (Print)  
(Full Name)

(Address) (City) (Zip)  
is (are) the owner(s) of the properties shown on the attached Title Report or described below.

2. The area to be dedicated is for: ( ) STREET ( ) ALLEY  
( ) SIDEWALK ( ) SANITARY SEWER ( ) STORM DRAIN ( ) OTHER

Property(s) is located at \_\_\_\_\_

Property description: \_\_\_\_\_  
Lot No., Tract No. \_\_\_\_\_

3. The project lies within or is shown on:  
(A) Engineering District (Check appropriately)  
( ) Central ( ) Harbor ( ) Valley ( ) West Los Angeles  
(B) Council District No. \_\_\_\_\_  
(C) District Map No. \_\_\_\_\_  
(D) Thomas Guide Reference: \_\_\_\_\_  
(Page No.)

4. The dedication is required by: ( ) CPC ( ) ZA ( ) DOT  
( ) HILLSIDE ORD. ( ) OTHER \_\_\_\_\_

CASE NO. \_\_\_\_\_

( ) Copy of case or permit attached

5. Notify the following representative or agent of the owner (include telephone no.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

6. Applicant's signature \_\_\_\_\_